

## SNURE SEMINARS PUBLICATIONS AVAILABLE

The WFCFA is taking orders for Snure Seminars publications. A new volume, *Ethics Handbook*, has been added for 2006. To order any of the booklets, please complete the order form (attached) and return to the WFCFA at the address indicated.

### ***Acquisition and Disposition of Property by Fire Protection Districts***

A guide for fire protection districts to use in the purchase of equipment and property, the construction of buildings, and the disposal of surplus property. (Revised 2005)

### ***Ethics Handbook***

A comprehensive analysis of the laws of ethics governing commissioners and public employees with case studies and examples designed to assist commissioners and employees in complying with the law. (2005)

### ***Fair Labor Standards Act***

A review of the Fair Labor Standards Act and its application to fire districts. (Revised 2005)

### ***Fire Protection District Finances***

An overview of the statutory provisions that govern fire protection district financing including taxation, service fees, debt obligations, leasing, revenue sources, and debt limitations. (Revised 2006)

### ***Fire Protection District Mergers, Consolidations, Annexations***

An analysis of mergers, consolidations, and annexations of fire protection districts, cities and towns including a review of the factors that must be considered to evaluate the feasibility of the action, the statutory methods and procedures required, the consequences of the actions and the methods of opposing actions initiated by other municipalities and related matters. (Revised 2004)

### ***Fire Protection District Personnel: Roles – Status - Duties***

A review of the roles, status, and duties of the commissioner, secretary, and chief and the interaction among the personnel of the district. (Revised 2006)

### ***Fire Protection District Policies and Procedures***

An analysis of the areas where policies and procedures are necessary and a guide to the preparation, adoption, and use of policies and procedures. (Revised 2004)

### ***Fire District Records***

A guide for the maintenance and disclosure of fire protection district records. (Revised 2003)

### ***Fire Protection District Services***

A review and analysis of the areas of service provided by fire protection districts and the statutes and regulations that govern or affect district operations. (Revised 2004)

### ***Medical Records Management***

A guide for the maintenance and disclosure of medical records under HIPAA and Washington State law (includes sample forms and policies). (2003)

### ***Meetings of the Board of Commissioners***

A guide for the conduct of the meetings of the board of commissioners of fire protection districts. (Revised 2003)

### ***Tax Laws and Personnel Compensation***

An analysis of the tax consequences of various forms of compensation and benefits provided to fire district personnel. (Revised 2004)

### ***The Wonderful World of Employment***

An analysis of the creation, management, and termination of employment relationships in the fire service. (Revised 2004)

# SNURE SEMINARS PUBLICATIONS ORDER FORM

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